



TEXAS MILITARY DEPARTMENT

DIRECTIVE

TMD-HRO
DISTRIBUTION: A

TMDD 1100.01
NOV 13 2023

HOLIDAY GUIDANCE

References. See Enclosure B.

1. Purpose. This directive establishes agency policy and guidance for Texas Military Department (TMD) employees from 1 December 2023 through 1 January 2025.

2. Cancellation. This directive replaces TMDD 1104.05, "Texas Military Department (TMD) Employee Holiday Guidance, December 2021 through 1 January 2024," dated 9 December 2021.

3. Applicability. This directive applies to all Texas Military Department (TMD) organizations, Active Guard/Reserve (AGR), Title 32 Military Technicians, Title 5 National Guard Employees, and State employees.

4. Policy. All TMD employees must be in the appropriate duty or leave status based on the regulatory guidelines applicable to their federal or state position. TMD will always maintain operational capability to support ongoing operational missions. In an emergency, key personnel will be available for recall by the Joint Operations Center (JOC). Components, including State Administration, will maintain the minimal staffing required to provide support when directed by The Adjutant General (TAG) or a designated representative. Operational necessity may dictate changes to this schedule with minimal notice.

a. *Federal Employees* will work a compressed work schedule except for those select positions with an operational requirement designated by a component or Major Subordinate Command for certain holidays. This schedule change will maximize productivity and will enable cost savings on utilities. Compressed work schedules are as follows:

26-29 December 2023	4 / 10	Tuesday – Friday
2-5 January 2024	4 / 10	Tuesday – Friday
1-4 July 2024	4 / 10	Monday – Thursday

25-28 November 2024	4 / 10	Monday – Thursday
23-26 December 2024	4 / 10	Monday – Thursday
30 December 2024 – 2 January 2025	4 / 10	Monday – Thursday

(1) *Liberal Leave*. Directors and supervisors will have the flexibility to allow most, if not all, personnel to use their leave and to curtail normal operations accordingly. Directors and supervisors will maintain minimal staffing levels when liberal leave is authorized. The primary or alternate Director will be physically present during liberal leave days. The first-line general officer may grant exceptions. Specific liberal leave days are as follows:

- 29 March 2024
- 24 May 2024
- 16 August 2024

(2) *Block Leave*. Directors and Supervisors have the flexibility to authorize maximum leave-specific timeframes to allow employees to support their families while ensuring mission accomplishment. Leave is authorized during these periods, understanding that directorates and wings will have sufficient full-time staff present (physically in the office or telework) to ensure mission accomplishment. The primary or alternate Director will be physically present during block leave days. The first-line general officer may grant exceptions. Periods for block leave are:

- 25 December 2023 – 5 January 2024
- 11 – 22 March 2024
- 29 June – 7 July 2024
- 23 December 2024 – 3 January 2025

(3) *Religious Observances*. Employees may be absent from work during specific periods to observe personal religious requirements. Directors and Supervisors will work with the employee to adjust work schedules or allow for earning religious compensatory time. Before being absent, employees must submit in writing their request and receive approval in accordance with reference b.

(4) Federal employees who are required to work on scheduled holidays due to organizational necessity must submit a memorandum requesting holiday pay to:

Human Resource Officer, Colonel James T. Castleman at james.t.castleman.mil@army.mil ;or
Assistant Human Resource Officer at Ms. Megan Grube at megan.t.grube.civ@army.mil

b. *State Employees*.

(1) State employees will observe state-recognized federal holidays in accordance with reference e and the State Holiday Schedule published for each state fiscal year.

Provisions of this instruction are subordinate to the provisions of the state statute and State Employee Policies and reference g.

(2) State holidays are listed in Enclosure A.

(3) State employees are entitled to observe each optional holiday if the employee qualifies for the paid day off and agrees to give up, during the same fiscal year, an equivalent number of skeleton crew state holidays (i.e., state holidays when state agencies are required to remain open with enough staff on hand to conduct the public business of the agency). However, a state employee may not agree to give up the Friday after Thanksgiving Day, Christmas Eve, and the day after Christmas, or a recognized federal holiday as a substitute for an optional state holiday. Optional State Holidays are:

Yom Kippur
Good Friday

(4) TAG may use sole discretion to direct the designation of certain days as agency holidays, awarding additional holiday hours to state employees in accordance with reference d.

5. Definitions.

a. *Block leave* is annual leave, or appropriate approved paid or unpaid status, taken in a block of time.

b. *Federal Employees* refer to all Title 32 Military Technicians, Title 5 National Guard Employees, Active/Guard and Reserve, ADOS, and other federally funded full-time personnel.

b. *Liberal leave* means that by an official announcement, TMD offices are open as usual with minimal staffing. Employees are permitted to utilize annual leave, or appropriate approved paid or unpaid status, during these periods.

6. Responsibilities. Supervisors will ensure full-time employees understand and adhere to this directive. Supervisors will validate employee duty status in the appropriate personnel leave system.

7. Summary of Changes. Added Federal and State Holidays from 1 January 2023 through 31 December 2024.

8. Releasability. This directive is approved for public release and is available upon request.

9. Effective Date. This directive is effective upon publication and must be reissued before 31 December 2024 and expire on 1 January 2025. The policy within this

issuance will remain in effect until superseded or canceled.



Policy and Issuance Manager

A handwritten signature in cursive script that reads "Thomas M. Suelzer".

THOMAS M. SUELZER
Major General, TXANG
Adjutant General

Enclosures:

A – Holiday Schedule

B – References

ENCLOSURE A
HOLIDAY SCHEDULE

Calendar Year 2023			
Date	Holiday	Action	Day of Week
22-Dec-23	Christmas Day - Observed	all agencies closed	Friday
25-Dec-23	Christmas Day	all agencies closed	Monday
26-Dec-23	Day after Christmas	federal - liberal leave (unless declared through Presidential declaration) state - agency closed	Tuesday
29-Dec-23	New Year's Day - Observed	all agencies closed	Friday
Calendar Year 2024			
1-Jan-24	New Year's Day	all agencies closed	Monday
15-Jan-24	Martin Luther King Jr. Day	all agencies closed	Monday
19-Jan-24	Confederate Heroes Day	state only - skeleton crew required	Friday
19-Feb-24	President's Day	all agencies closed	Monday
29-Mar-24	Good Friday	federal - liberal leave state - optional holiday	Friday
24-May-24	Liberal Leave	federal - liberal leave	Friday
27-May-24	Memorial Day	all agencies closed	Monday
19-Jun-24	Juneteenth National Independence Day / Emancipation Day	all agencies closed	Wednesday

Date	Holiday	Action	Day of Week
4-Jul-24	Independence Day	all agencies closed	Thursday
5-Jul-24	Day after Independence Day	all agencies closed	Friday
16-Aug-24	Liberal Leave	federal - liberal leave	Friday
27-Aug-24	LBJ Day	state only - skeleton crew required	Tuesday
2-Sep-24	Labor Day	all agencies closed	Monday
25-Sep-24	Yom Kippur	state only - optional holiday	Monday
14-Oct-24	Columbus Day	federal only	Monday
11-Nov-24	Veteran's Day	all agencies closed	Monday
28-Nov-24	Thanksgiving Day	all agencies closed	Thursday
29-Nov-24	Day after Thanksgiving	all agencies closed	Friday
24-Dec-24	Christmas Eve	federal - liberal leave state - agency closed	Tuesday
25-Dec-24	Christmas Day	all agencies closed	Wednesday
26-Dec-24	Day after Christmas	federal - liberal leave state – agency closed	Thursday
Calendar Year 2025			
1-Jan-25	New Year's Day	all agencies closed	Wednesday

ENCLOSURE B

REFERENCES

- a. 5 U.S. Code § 6103 - Holidays
- b. 5 CFR § 550 – Pay Administration (General)
- c. Tex. Gov't Code § 661 - Leave
- d. Tex. Gov't Code § 661.902 – Emergency Leave
- e. Tex. Gov't Code § 662 – Holidays and Recognition Days, Weeks, and Months
- f. CNGBI 1400.25, Vol 630, "National Guard Technician Absence and Leave Program," dated 23 April 2021
- g. TMDM 1400.01, "State Employee Policies and Procedures," dated 14 December 2017

Christmas 2023

		Fed Employee - Reg Schedule	Fed Employee CWS (Tue-Fri)	State Employee	ARNG/ANG AGR
Regular Work Schedule	Thursday, December 21, 2023	X	X	X	X
	Friday, December 22, 2023	ILO/H	ILO/H	Agy Hldy	H
	Saturday, December 23, 2023	Wknd	Wknd	Wknd	Wknd
	Sunday, December 24, 2023	Wknd	Wknd	Wknd	Wknd
Agency-Wide Compressed Work Weeks	Monday, December 25, 2023	Off	Off	H	Off
	Tuesday, December 26, 2023	X	X	H	X
	Wednesday, December 27, 2023	X	X	X	X
	Thursday, December 28, 2023	X	X	X	X
	Friday, December 29, 2023	ILO/H	ILO/H	Agy Hldy	H
	Saturday, December 30, 2023	Wknd	Wknd	Wknd	Wknd
	Sunday, December 31, 2023	Wknd	Wknd	Wknd	Wknd
	Monday, January 1, 2024	Off	Off	H	Off
	Tuesday, January 2, 2024	X	X	X	X
	Wednesday, January 3, 2024	X	X	X	X
	Thursday, January 4, 2024	X	X	X	X
Friday, January 5, 2024	X	X	X	X	

Legend:

X	Present For Duty
ILO/H	Holiday ("in lieu of" or actual)
Off	Off, no duty
Wknd	Off, no duty
Agy Hldy	Agency Holiday
Option	Option of working 1/2 day or day of leave

Note: If you observe an "In Lieu of" holiday, you cannot receive additional holiday pay when required to work the actual holiday. Title 32 Military Technicians and Title 5 National Guard employees who perform work on Christmas Day or New Years Day, which are non-duty days, will receive compensatory time in two-hour increments. For example, if you work from 0800-0915, you will earn two hours of compensatory time.

4-Jul-24

		Fed Employee - Reg Schedule	Fed Employee CWS (Tue-Fri)	State Employee	ARNG/ANG AGR
Regular Work Schedule	Friday, June 28, 2024	X	X	X	X
	Saturday, June 29, 2024	Wknd	Wknd	Wknd	Wknd
	Sunday, June 30, 2024	Wknd	Wknd	Wknd	Wknd
Agency-Wide Compressed Work Week	Monday, July 1, 2024	X	X	X	X
	Tuesday, July 2, 2024	X	X	X	X
	Wednesday, July 3, 2024	X	X	X	X
	Thursday, July 4, 2024	H	H	H	H
Regular Work Schedule	Friday, July 5, 2024	Off	Off	Off	Off
	Saturday, July 6, 2024	Wknd	Wknd	Wknd	Wknd
	Sunday, July 7, 2024	Wknd	Wknd	Wknd	Wknd
	Monday, July 8, 2024	X	Off	X	Option
	Tuesday, July 9, 2024	X	X	X	X

Legend:

X	Present For Duty
H	Holiday ("in lieu of" or actual)
Off	Off, no duty
Wknd	Off, no duty
Agy Hldy	Agency Holiday
Option	Option of working 1/2 day or day of leave

Note: If you observe an "In Lieu of" holiday, you cannot receive additional holiday pay when required to work the actual holiday.

Thanksgiving 2024

		Fed Employee - Reg Schedule	Fed Employee CWS (Tue-Fri)	State Employee	ARNG/ANG AGR
Agency-Wide Compressed Work Week	Monday, November 25, 2024	X	X	X	X
	Tuesday, November 26, 2024	X	X	X	X
	Wednesday, November 27, 2024	X	X	X	X
	Thursday, November 28, 2024	H	H	H	H
	Friday, November 29, 2024	Off	Off	H	Off
Regular Schedule	Saturday, November 30, 2024	Wknd	Wknd	Wknd	Wknd
	Sunday, December 1, 2024	Wknd	Wknd	Wknd	Wknd
	Monday, December 2, 2024	X	Off	X	Option
	Tuesday, December 3, 2024	X	X	X	X

Legend:

X	Present For Duty
H	Holiday ("in lieu of" or actual)
Off	Off, no duty
Wknd	Off, no duty
Agy Hldy	Agency Holiday
Option	Option of working 1/2 day or day of leave

Note: If you observe an "In Lieu of" holiday, you cannot receive additional holiday pay when required to work the actual holiday.

Christmas 2024

		Fed Employee - Reg Schedule	Fed Employee CWS (Tue-Fri)	State Employee	PARNG/ANG AGR
Agency-Wide Compressed Work Week	Monday, December 23, 2024	X	X	X	X
	Tuesday, December 24, 2024	X	X	H	X
	Wednesday, December 25, 2024	H	H	H	H
	Thursday, December 26, 2024	Option	Option	H	Option
	Friday, December 27, 2024	Off	Off	Off	Off
Regular Schedule	Saturday, December 28, 2024	Wknd	Wknd	Wknd	Wknd
	Sunday, December 29, 2024	Wknd	Wknd	Wknd	Wknd
Agency-Wide Compressed Work Week	Monday, December 30, 2024	X	X	X	X
	Tuesday, December 31, 2024	X	X	X	X
	Wednesday, January 1, 2025	H	H	H	H
	Thursday, January 2, 2025	Option	Option	Option	Option
	Friday, January 3, 2025	Off	Off	Off	Off

Legend:

X	Present For Duty
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Wknd	Off, no duty
Agy Hldy	Agency Holiday
Option	Option of working 1/2 day or day of leave

Note: If you observe an "In Lieu of" holiday, you cannot receive additional holiday pay when required to work the actual holiday.